**GUIDELINES FOR RESERVATION OF ABELARDO HALL AUDITORIUM AND MINI HALL**

1. **Letter for Dean**
2. Address your letter to: La Verne de la Peña, PhD.

 Dean, College of Music

 UP Diliman, Quezon City

1. Write a letter of intent specifying the event, date, time and venue.
2. **Reservation Policy**
3. Pencil Booking will only last for 5 days. Without the Letter, the booking will mean **Forfeiture** of schedule. If you have reserved your event 2 0r 3 months ahead update us 1 month before the event to confirm your reservation.
4. Approval of reservation takes 3 working days.
5. Settle your bill 3 days (if the reservation is within the month) or 3 weeks (if it is for the next month/s).
6. **Contract Signing**
7. Two weeks before the reserved date come to our office to sign the contract --- terms and conditions for our Hall.
8. A meeting with the UP College of Music Technical Crew w/Building Admin. Is required to discuss details of production/event/project/activities.
9. **Crew Fee**
10. Crew Fee is separate from the Hall Rental Fee. Crew Fee should be discussed with **Mang Toto Calabon (Building Administrator).**

**Contact #:** **0908-349-5915**

1. **Photocopy of Receipt**
2. Give us 2 Photocopies of your receipt of payment for the hall rental to Ms. Faye.
3. For other concerns, contact Ms. Faye at (8) 981-85-oo loc. 2629 or (8) 926-00-26.